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| Admin Only | |
| Payment | |
| Cash/card/Cheque | |
| Receipt No | |
| Who | |

Hall Hire Booking/Agreement Form

Name: _____

Address: _____

Post Code: _____

Telephone Number: _____ Mobile Number: _____

Email Address: _____

Are you a member of Salcombe RFC? YES / NO

Membership Number (if known): _____

Date of Booking: _____

Time from and to (please include setting up time) _____

Purpose of Booking: _____

Are you hiring a Disco or Band? YES / NO

(Please note all music must stop at 11:30pm)

Name of Band/ Company: _____

Contact Number: _____

Will you be decorating the room? YES / NO

(If yes please see T & C's on use of the Hall on back)

Will you require the use of the Kitchen? YES / NO

(If yes please see T & C's on use of the Kitchen on back)

Anticipated number of Guests: Adults _____ Children _____

(Maximum 150 people per event)

Signed _____ Date: _____

Please turn over for hall hire costs and T&C's.

Hall Hire Costs:

The Hall is charged at:

£30.00 for members

£45.00 for Non Members

(Except for use with a registered charity, please bring along your charity registration number)

Kitchen Use:

A charge of £10.00 for the use of the kitchen

Cleaning Charge:

There is a cleaning charge of £20 - (refundable if left as found)

Extra Expenses:

This will be charged on application for any extra requirements needed for your function
I.e. Additional charges for extra staff may apply subject to function

TOTAL: _____

Terms and Conditions:

- All money needs to be paid 7 days prior to the function or the function will be cancelled
- Cancellation – in the case of cancellation the club must be notified before two weeks of the function, For cancellations less than two week of the function are non refundable.
- Hall and Kitchen (if using) – for the cleaning charge to be refunded please leave the hall and kitchen as you found it. Any decorations and rubbish need to be removed/taken down and disposed of in the bins provided (this may be done the next day – if arranged prior to the function)
- Please note that all music must stop at 11:30PM
- Maximum 150 people per event

I _____ do hereby agree to the costs and T&C's for the hire of the hall on _____

Signed _____ Date _____

Booked By _____

Final payment to be paid 7 days prior to function

Booking Fee £ _____ Date paid: _____